OneForm Instructions

Open your internet browser and type www.oa.mo.gov. On the left hand side of screen click on State Printing Download a form. This will take you to the "Forms Services" page.

Step 1: (Download the Setup Program)
- Click on the blue "Download Setup button".
- At Download window, click "Run or Open", if a security warning box appears, click on "Run."
- At Distributed Eform Initialization Window, click "Yes".
- At Welcome Window, click "Finish".
- Screen background will turn green.
- Click "Next", files will download.
- Click "Finish" to complete download.

Step 2: Find and Download a Form
- Find form by title or agency.
- Click on the purple "Agency" button.
- Find form title you are looking for and click on the form title.
- At the Download window, click "Open".
- Click "Next" at first three windows.
- Click "Finish" at final two windows.
- Close out of the forms screen.
- Go to your "Start Button" at the lower left hand side of your computer screen.
- Click on Programs, then arrow to the OneForm (32 Bit) Health
- Continue to arrow to the Adult Head Injury Prior Authorization and click on it. You should now be at the Prior Authorization form.

Step 3: Register as an Eform user
- Click on the blue "Registration Form" button.
- This button is to register as an electronic form user. This information is used to notify registered users of any major changes to the electronic forms.
- Input your information onto the form and submit.

Step 4: Using the EForms / Eform Features (How to navigate in the form you choose)

1. Click the **Start** button.
2. Click on **Programs**.
3. Find the **OneForm** shortcut for the agency or group.
4. Mouse over the shortcut and click on the **form title** that is displayed. The form should open.
5. Type data into the green field and click the **Tab** button to move to the next field/next page. Check boxes can be filled by clicking the **Space Bar** or selecting with the mouse.
6. Double-click **Date** fields to display a calendar.
7. Click the **Save** button at top of form to name and save file.
8. To reopen a previously saved file at a later date, open a blank form (Items 1 through 4 above) and select **File** and **Open** from the menu.

For Technical Support, go to the left hand side of screen (in blue area) and click on "Technical Support".